

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Fiscal/Administrative Manager 1
Bureau of Finance & Administration

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (see "eligibility" section below)
Location: Newington Headquarters, Newington, CT
Hours: 40 hours per week
Salary: MP 66: \$87,652.00 to \$119,518.00 annual
Closing Date: June 20, 2014

The Connecticut Department of Transportation has three Fiscal/Administrative Manager 1 positions in the Bureau of Finance & Administration, Newington Headquarters, Newington, CT. The positions are located in the Office of Budget Development & Control, the Office of FHWA Programming & Scheduling, and the Financial Management and Support Division. These positions are full time, 40 hours per week and open to the public.

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Manager 1 and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING:

General Experience:

Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

Special Experience:

One (1) year of the General Experience must have been supervising professional level staff.
For state employees this is the level of Fiscal/Administrative Supervisor.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Fiscal/Administrative Manager 1 positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (Form CT-HR-12), and **State employees must also include copies of their last two (2) performance evaluations** by June 20, 2014 to:

Ms. Linda C. Schaedler
Connecticut Department of Transportation
Room 1441
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3094
Email: Linda.schaedler@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

